CRIMINAL SEALED MOTION FILING INSTRUCTIONS

(Use this event to file a Sealed Motion to Seal)

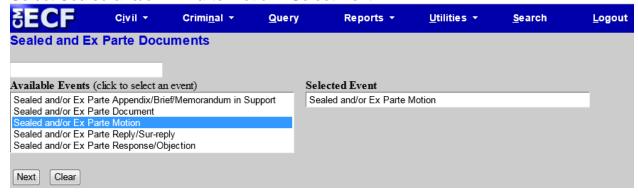
Select Sealed and Ex Parte Documents.



After reading the screen, select Next.



Select Sealed and/or Ex Parte Motion. Select Next.



After reading the warning, select Next.



Add your case number and select Find This Case. Select Next.



Carefully select the defendant, if this is a multi-defendant case. Select Next.



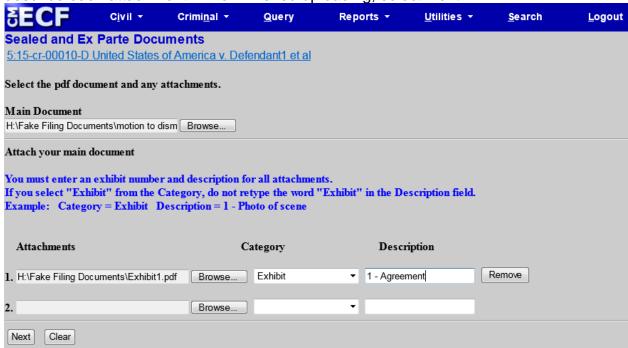
Select Next.



Confirm which defendant you have chosen by selecting "Yes." If you must select "No," you will be asked to go back until you can confirm this information. Select Next.



Add the pdf file of the document for the main document. Add the pdf files and properly describe each attachment. When finished uploading, select Next.



Carefully read the screen. Select if this filing is sealed or ex parte. Select Next.



Indicate which authority allows you to file the document under seal. Indicate who is filing the document. If you select "Other," you will be required to enter the name of the party in the text box. Enter the title of your document. Select Next.



If you selected "Prior Order entered in this case" on the prior screen, you must enter the date of the order. Select Next.



This screen determines who will receive notice and be able to view the sealed document. Carefully read the screen and make a selection. Use the CTRL key to select multiple parties. Select Next.



Confirm that the parties chosen should receive notice. Select Next.



Select Next.



Confirm the docket text and the file names of the documents you attached. If this is correct, select Next. If this is not correct, ABORT by selecting "Criminal" on the blue bar and starting again.



The Notice of Electronic Filing should indicate that your document was sent via email to the attorneys you chose during docketing. Only these attorneys will have access. If other counsel/parties in the case are supposed to receive this document, you will need to mail it to them.

